Chapter II: Security and Confidentiality

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How to Obtain a CRIS Code

In order to request a CRIS code, all users must complete a CRIS Access Request Form, with the exception of credentialed prescribers. Submission of this form is required for assignment, modification or deactivation of CRIS access privileges, as mandated by NIH Information Technology (IT) Security Requirements located at http://irm.cit.nih.gov/nihsecurity/NIH_IT_Sec_Requirements.pdf. This policy specifies that all users of an IT system are only granted access to applications and information based on their job function and need to know.

The CRIS Access Request Form requires a supervisor's signature and must be returned to the Department of Clinical Research Informatics at the Clinical Center.

Deliver the completed and signed form – preferably prior to training:
- In person, to Building 10, Clinical Center, Room 1C290
- Through interoffice mail to 10/1C290, CRIS ACCESS
- Or, by mail to CRIS ACCESS, NIH CC 10/1C290, Bethesda, MD 20892-1172

In addition, there are two documents that each user (including prescribers) needs to complete to receive their CRIS logon and password.

1. NIH Clinical Center Confidentiality Agreement
2. CRIS Password Reset Secrets form
   There will be 5 questions listed and users can provide a response to 3 of them in order to reset their password via telephone should they forget it. Otherwise they will be required to physically come to DCRI and show their ID badge

These two documents are distributed during CRIS training classes or they can be accessed via the following web site:
http://cris.cc.nih.gov/public/cristraining/accounts.html

After CRIS training has been completed, be prepared to present the following to DCRI staff when picking up your CRIS logon and password:

1. Training certificates indicating the completion of CRIS training
2. NIH Clinical Center Confidentiality Agreement
3. CRIS Password Reset Secrets form
4. Your NIH ID badge

If your CRIS Access Request Form was submitted prior to training, your code should be ready for pick up when training has been completed. If you do not submit your CRIS Access Request Form prior to training, your code should be ready for pick up within 48 hours of submission of the form.

If you have any questions about CRIS code access or forms contact the CRIS Support Center at 301-496-8400.